

# **One-Stop Comprehensive Financial Management Training**

**Chicago, IL May 13–17,2002**

## **Agenda**

### ***Monday***

- *Welcoming remarks*
- *Plenary Session: Current Issues in One-Stop and WIA Financial Management*
- *Plenary Session: Training Overview and Introduction to the One-Stop Comprehensive Financial Management Technical Assistance Guide*

### ***Tuesday***

- *Identification of Shared Costs & Budgets in the One-Stop System*
- *Proportionate Share & Cost Allocation in the One-Stop System*
- *Resource Sharing and Resource Sharing Agreements in the One-Stop System*
- *Plenary: Case Studies in One-Stop Financial Management*

### ***Wednesday***

- *Financial Systems, Cash Management, & Property*
- *Cost Principles & Allowable Costs*
- *Cost Classification & Program Income*
- *Cost Allocation*

### ***Thursday***

- *Audits & Audit Resolution*
- *Procurement*
- *Financial Reporting*
- *Record Retention & Closeout*

### ***Friday***

- *Question & Answer session*
- *Closing Plenary*

**U.S. Department of Labor – Employment and Training Administration  
One-Stop Comprehensive Financial Management Training  
Chicago (May 13-17, 2002)**

**LOGISTICAL FACT SHEET**

<b>Lodging Location:</b>	Westin on Michigan Avenue 909 Michigan Avenue Chicago, IL 60611 Phone: 312-943-7200 Reservations: 1-800-WESTIN-1 Web-site: <a href="http://www.westin.com">http://www.westin.com</a>
<b>Meeting Location:</b>	The training will be held in the Consort Ballroom of the Westin. Registration is Monday, May 13 <sup>th</sup> from 12-2 pm. <b>The training kicks off with a General Session at 2 pm.</b>
<b>Registration Info:</b>	<b>Registration is by fax or mail only !</b> Please print out the Registration Form below and fax or mail to attn: Amy Plotkin at (703) 299-4589, no cover sheet necessary. Mailing address: DTI Associates, Inc., 2920 South Glebe Rd, Arlington, VA 22206
<b>Reservations:</b>	Please call the Westin on Michigan Avenue at (312) 943-7200 or Westin at 1 (800) WESTIN-1 to make your reservation. The group rate (government per diem) of \$155 single/ \$180 double + tax will be honored by identifying yourself as a member of the <b>Department of Labor/ WIA training Meeting.</b>
<b>Reservation Cut-Off Date:</b>	<b>All hotel reservations must be made by April 22, 2002.</b> Please call either Central reservations or the hotel directly. Our group room rate cannot be guaranteed after this date.
<b>Register Soon!</b>	Attendance will be limited to 200.
<b>Cancellations:</b>	If for some reason you need to cancel your registration, please call the hotel directly to cancel your room reservation.
<b>Airport Transportation:</b>	The Westin Michigan Avenue is approximately 30 miles from O'Hare International Airport and 20 miles from Midway Airport.  <b>Taxi service</b> Runs about \$ 40 from O'Hare and \$30 from Midway on average each way  <b>Shared Ride Shuttle:</b> Airport Express is offering a \$2 roundtrip discount for WIA meeting attendees from either airport to the Westin. To download your discount coupon, visit <a href="http://www.airportexpress.com">www.airportexpress.com</a> . You must present coupon for discount. Prices with discount: From O'Hare: \$34 roundtrip, \$25 from Midway. <i>No reservations necessary.</i>
<b>Parking:</b>	Self-parking for our overnight guests is \$32 per car/per 24 hours

**For logistical questions, contact Amy Plotkin at 703-299-1613 or [aplotkin@dtihq.com](mailto:aplotkin@dtihq.com)**

**For program questions, contact**

Robert White at DTI at 703-299-1607 or [rwhite@dtihq.com](mailto:rwhite@dtihq.com)  
Amy Knight at DOL/ETA at 202- 693-3027 or [aknight@doleta.gov](mailto:aknight@doleta.gov)



**Employment & Training Administration**  
**One-Stop Comprehensive Financial Management Training**  
**Chicago**  
**May 13 - 17, 2002**

**REGISTRATION FORM**

(Please fax to 703-299-4589 by April 22, 2002)

Please type or print clearly

**Full Name:**

**First Name as to be seen on nametag**

**Organization:**

Describe your organization (e.g. State, LWIA, One-Stop Operator, One-Stop Partner (i.e. RSA, Education, TANF). Please use the line below to detail\*\*\*

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**IMPORTANT SCHEDULE INFORMATION:**

<b>Monday &amp; Tuesday – One-Stop Cost Allocation &amp; Resource Sharing</b>
<b>Wednesday-Friday – ETA Grant Programs Financial Management Training</b>

Which days will you be attending?    ☐ Monday & Tuesday only  
**(Training will end *Tuesday* at**    ☐ Wednesday-Friday only  
**approximately 5 pm, *Friday* at noon)**    ☐ Monday through Friday

**Address:**

**City:**\_\_\_\_\_ **State:**\_\_\_\_\_ **Zip:**

**Direct Phone:**\_\_\_\_\_ **Direct Fax:**

**E-mail address:**

<b>Please fax this form to Amy Plotkin (703) 299-4589, or mail to DTI Associates, Inc., 2920 South Glebe Rd, Arlington, VA 22206. If you have any questions regarding the logistics of the meeting, please call Amy at ph: (703) 299-1613.</b>
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